

STATEMENT OF WORK
Internal Revenue Service



Martinsburg Computing Center
Facilities Operations & Maintenance Services

TIRNO-04-R-00005

May 12, 2004 (Revised)

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1. INTRODUCTION

The objective of this requirement is to obtain facility operations, maintenance, repair, and minor project support services for buildings, structures, and equipment at U.S. Department of Treasury, Internal Revenue Service (IRS) Facilities in Kearneysville, WV. The specific locations, mission, facility size, building population, and other relative data are shown Technical Exhibit 1.

2. SCOPE OF WORK

2.1 Description of Services

The Contractor shall provide all management, supervision, labor, materials, supplies, repairs, maintenance, parts, tools, and equipment, and shall plan, schedule, coordinate and ensure completion of all contract requirements specified herein at Internal Revenue Services (IRS) Facilities in Kearneysville, WV. The specific locations, mission, facility size, building population, and other relative data are shown in Technical Exhibit 1. Specific facility equipment and building systems included in this contract are shown in Technical Exhibit TE-2 and TE-5. The Contractor shall be fully responsible for the operations, repairs, scheduled preventive maintenance and equipment certifications necessary to effectively operate and maintain all building equipment and systems installed in the referenced buildings as listed in this contract. The Contractor shall also provide additional services as Indefinite Delivery Indefinite Quantity (IDIQ) repair services, phase-in deficiency correction, and project support work (new work).

The contractor shall be required to operate the facilities covered by this contract during all emergency situations such as fires, accident and rescue operations, strikes, civil disturbances, natural disasters, and the like. The contract Project Manager and his designated staff shall become thoroughly familiar with the MCC occupancy emergency plan. Participation in emergency plans shall be mandatory during the event of a related emergency situation regardless of the time of occurrence. The contractor shall be responsible to support the MCC emergency plans by performing specific actions as required by the COTR as part of the basic services (fixed price) portion of this contract.

2.2 Basic Services

The basic services portion of this requirement is intended to encompass performance of all services to:

- Operate the facilities (described in Paragraphs 3.1 and 3.2),
- Perform all service calls and repairs issued by the Government as service calls (described in Paragraph 3.3),
- Perform preventive maintenance and certification (described in Paragraph 3.4), and
- Provide the services to manage the work at each location (described in Paragraphs 2.1).
- Perform project planning and proposal development activities, and cost estimating of all IDIQ work requested by the Government (described in Paragraph 4)

2.3 Additional Services (IDIQ) Services

The additional services portion of this requirement is Indefinite-Quantity Indefinite-Delivery (IDIQ) that shall be ordered by task order or by purchase card order. Task orders shall be issued by the ACO and purchase card orders shall be issued by the COTR. Such orders may be issued from contract start date through the end of the performance period and are subject to the terms and conditions of this contract.

The additional services portion of this requirement includes the following

- That portion of **Service Call Repairs** (Paragraph 4.1.1) that are in excess of \$2,500 up to a maximum order limitation of \$500,000,
- **Phase-In Deficiency Corrections** (Paragraph 4.1.2) that are in excess of \$500.00 up to a maximum order limitation of \$500,000, and
- **Project Support Work** (Paragraph 4.1.3) up to a maximum order limitation of \$50,000.

Additional services exceeding \$2,500 up to a maximum order limitation of \$500,000 shall be ordered by issuance of task orders by the Administrative Contracting Officer (ACO) in accordance with FAR 52.216-18, Ordering and 52.216-19, Order Limitations. Additional services less than \$2,500 shall be ordered by issuance of purchase card orders by the Contracting Officer's Technical Representative (COTR).

Basic Services/Additional Services (IDIQ)

Work Category	Firm-Fixed Price	Task Order	Purchase Card
Facility Operations Services {Paragraph 3. [including but not limited to BOP (Paragraph 3.1.1), Water treatment (Paragraph 3.2) all service calls less than \$2,500 (3.3)]}	X		
The first \$2,500 in labor, materials, and/or subcontract costs associated with each repair service call.	X		
Preventive Maintenance and Certification services (Paragraph 3.4).	X		
Phase-In inspection corrections up to \$500 each.	X		
All costs exceeding \$2,500 in labor, material, and/or subcontract costs associated with each repair service call up to a maximum order limitation of \$500,000. (Paragraph 4.1.1)		X	
Phase-In Inspection Deficiency Corrections exceeding \$2500 up to the maximum order limitation of \$500,000 (Paragraph 4.1.2).		X	
All labor and materials associated with Project Support Work (new work) exceeding \$2,500 up to a maximum order limitation of \$50,000. (Paragraph 4.1.3)		X	
Phase-In Inspection Deficiency Corrections exceeding \$500 up to \$2500. (Paragraph 4.1.2)			X
All labor and materials associated with Project Support Work (new work) up to \$2,500. (Paragraph 4.1.3)			X

3. BASIC SERVICES

3.1 Facility Operations.

The Contractor shall provide all services to operate the facilities as described below.

3.1.1 Building Operations Plan (BOP)

The contractor shall submit a Building Operating Plan (BOP) to the COTR within the first 15 days of the phase in period. The contractor shall update as called out below and successfully implement a BOP for each facility at each site based on the building equipment inventory. The contractor shall review these plans at least annually (within the first 30 days of each option period) unless otherwise directed by the COTR and revise the plan as necessary. Revisions to the plan shall be submitted to the COTR with a copy to the ACO prior to implementing a revised BOP. The COTR will accept or reject the plan within 30 days.

3.1.2 Standard Operating Procedures (SOP)

The contractor shall develop specific standard operating procedures for contractor personnel to implement the accepted BOP. These instructions shall be used by contractor personnel in daily performance of work and shall be made available to the COTR and other Government personnel upon request.

3.1.3 Facility Temperature

All spaces occupied during facility operating hours shall be maintained at 74 degrees \pm 2 degrees Fahrenheit. Rooms housing Information Technology equipment (computer rooms) shall be maintained at 72 degrees \pm 1 degree Fahrenheit and 50% \pm 5% relative humidity. All deviations from this requirement shall be accepted in writing by the COTR prior to the temperature being changed.

3.1.4 Equipment Checks (Tours)

The contractor shall perform checks of the building equipment in accordance the BOP to verify that equipment is in good working condition. The following table lists the minimum number of checks to be performed on building equipment:

	Type Equipment	Frequency of Checks
1	Central Cooling & Heating Plant (chillers, pumps, piping, etc.)	Three Times Daily
2	A/C Machine Computer Room	Three Times Daily
3	Heating Boilers (Low Pressure)	Three Times Daily
4	Building Automation System	Three Times Daily
5	A/C Package Unit-Special	Daily
6	Air Handling Units (AHU)	Daily
7	Condensate Return System	Daily
8	Cooling Towers	Three Times Daily
9	Compressed Air System /Hydro Pneumatic System	Daily
10	Pressure Reducing Stations& Reg (Steam & Hot Water)	Daily
11	Elevators	Daily
12	Water Treatment Equipment	Daily
13	Fire Alarm Control Boards	Daily
14	Emergency Generators	Daily
15	Rotary Uninterrupted Power Supply (RUPS)	Three Times Daily
16	Equipment Recording Charts	Weekly
17	Parking Lot Entry Gates and Barrier Arms, and Hydraulic Controlled Pop-Up Barrier	Weekly

	Type Equipment	Frequency of Checks
18	Battery Systems (RUPS)	Three Times Daily
19	A/C Package Unit- Comfort Cool/ Split Systems	Weekly
21	Sump Pumps/Sewage Ejector Pump	Daily
22	Fans-Centrifugal	Monthly
23	Condensers (Air Cooled)	Monthly
24	Heat Pump	Weekly
25	Glycol Dry Cooler	Monthly
26	Unitary Heat/Cool Equip	Monthly
27	Humidification System (Non ADP)	Monthly
28	Propeller 36 Inch Plus	Monthly
29	Exhaust Fans Rooms	Monthly
30	Transformer Vaults	Monthly
31	Switch Gear	Monthly
32	Roof and Drainage System	Monthly
33	Central Drinking Water System	Monthly
34	Lightning Protection System	Monthly

3.1.5 System Equipment Configuration, Set Points, and Operating Parameters

The contractor shall make no changes to the established equipment configuration or the programming/operating sequence of control systems for fire alarm, HVAC, mechanical, electrical systems or any other building system/equipment in these facilities without the written consent of the ACO and the COTR. When software and/or hardware changes have been accepted by the ACO and completed, the system database and system equipment documentation shall be updated by the contractor and provided to the COTR within 15 calendar days. Upon completion of any maintenance or repair work, the equipment and its components shall be clean and shall have no missing or damaged parts. The equipment shall operate within the equipment manufacturer's design criteria levels.

3.1.6 Maintain Equipment Rooms and Contractor Spaces

The Contractor shall maintain building equipment, equipment machine rooms, shops, and office spaces in a manner that results in a neat and clean appearance. All machine rooms and mechanical/electrical building equipment/systems and support apparatus identified as being painted during the initial phase-in inspection shall be maintained so that these areas/equipment are effectively maintained resulting in a clean and freshly painted appearance at all times as part of the basic services, fixed price, portion of this contract. These areas shall be identified in the existing deficiencies inspection report. All areas shall be kept free of extraneous materials. Any Contractor damage to walls, ceilings, floors, pipes, ducts, building equipment and systems shall be repaired and refinished (cleaned, patched, and/or painted) so these items maintain a clean and freshly painted appearance at all times at no additional cost to the Government.

3.1.7 Painting and Corrosion Control

Painting included in the basic services portion of this contract is limited to 200 SF per service call at no additional cost to the Government and includes but is not limited to touching up interior and exterior structural surfaces including but not limited to walls, ceilings, doors, trim, windows, floors, hand railings, metal surfaces, installed building equipment, and surfaces disrupted during the performance of maintenance including but not limited to mechanical equipment, piping and insulation, duct work, machine room walls, ceilings, and floors. Additional painting (over 200 SF per request) may be ordered under additional services Indefinite Delivery, Indefinite Quantity task order and may require interior coatings including all surfaces in the interior of a building, including ceilings, walls, partitions, doors and trim, windows, and floors. Painting shall also include exterior coatings, which include all surfaces on the exterior of a building or structure including the foundation,

roof, walls, windows, doors, and trim as well as structural coatings for surfaces such as equipment, structural members, towers, tanks, pipes, utility appurtenances, poles, and antennas. Painting shall also include performing road and parking lot striping. All applications of paint shall match the existing paint and shall be approved by the COTR prior to beginning performance of this work.

3.1.8 Read Utility Meters

The Contractor shall read the gas, electricity, water, fuel oil, and sewage meters monthly. A report of the meter readings shall be provided to the COTR within three workdays of reading the meter.

3.1.9 Equipment Condition Report

The Contractor shall provide immediate notification to the COTR for all equipment that is not fully operational. Furthermore, the Contractor shall provide a daily notification (E-mail report) to the COTR by 9:00 AM that identifies any equipment not fully functional and shall detail the equipment deficiency and the proposed estimated time for the equipment to be returned to operational status.

3.2 Building Systems Water Treatment

3.2.1 Water Treatment Program

A. During the first fifteen (15) calendar days of the contract, the Contractor shall have the water in each of the building systems named below analyzed. Not later than thirty (30) calendar days after the contract start date, the Contractor shall submit a report to the COTR which details the findings of the water analysis and establishes an appropriate treatment program for each system.

- (1) Hot water heating systems
- (2) Condensate systems
- (3) Chilled water systems
- (4) Condenser water systems
- (5) Piping Coupons
- (6) Portable Water (hardness)

B. A complete water treatment program shall be provided during the thirty day phase-in period. The water treatment program and services supplied by the Contractor shall be specifically formulated for each type of system, according to the recommendations of a chemist, laboratory, or firm that specializes in the water treatment field. In addition, the contractor shall be responsible for furnishing and installation of all necessary automated chemical feed equipment required to monitor and automatically feed chemical treatments for all water systems as part of the fixed-price portion of this contract. All automated chemical feed equipment shall be included as part of the complete water treatment program. The program shall be submitted to the ACO and COTR concurrently and the ACO will provide written approval or rejection of the water treatment program within 30 days.

3.2.2 Independent Testing

Every water analysis made on these systems, whether initial, regular, or follow-up, shall be made by, or under the supervision of, a chemist, laboratory, or firm specializing in the field of water treatment. A written report of findings of all tests shall be submitted to the COTR within five (5) calendar days of the analysis. Analyses other than the initial analysis noted above, shall be made on each system as follows:

- (1) Monthly.
- (2) Following any change in the treatment program to ensure proper treatment.

3.2.3 Other Water Treatment Checks

On-site Contractor personnel shall routinely conduct water treatment and testing of all water systems identified in paragraph 3.2.1 on a weekly basis.

3.2.4 Chemicals

A. The Contractor shall provide all equipment, chemicals, and services, including application, required to control corrosion, scale, algae, and slime in each of the systems named above. The treatment

supplied shall be one that has been specifically formulated for each type of system according to the recommendations of a qualified chemist, laboratory, or firm experienced in the water treatment field. The treatment(s) shall prevent:

- (1) Buildup of adherent mineral deposits (scale) on heat transfer surfaces in any of the systems
- (2) Algae, slime, and bacteria growth
- (3) Corrosion

B. Where temperatures, pressures, or other operating data indicate that the scale control program is not adequate, shall clean the equipment immediately, check the treatment for accuracy, and thereafter maintain temperatures, pressures, and other pertinent factors within limits specified by the manufacturer of the equipment. Slimicides, algaecides, and biocides shall be used to prevent algae, slime, and bacteria growth. The Contractor shall warrant that the chemicals as used in the water treatment program:

- (1) Shall not endanger the health or safety of persons coming into contact with the materials.
- (2) Shall not harm or damage personal or real property.
- (3) Shall have no detrimental affect on the metallic, nonmetallic, and wood materials in the equipment being treated.
- (4) Chemicals shall be approved and used in compliance with current water pollution regulations of the county, state, and Environmental Protection Agency. Any fines and or fees imposed by the county/state are is the full responsibility of the contractor.
- (5)

3.2.5 Other Water Inspections

The Contractor shall test building system water annually (chilled water, hot water, condenser water) for the presence of Legionnaires disease. An independent water-testing firm shall perform the testing of the water and the results of the tests shall be provided to the COTR within 15 calendar days after the water sample is taken. The Government may also perform independent certified testing of all water systems to verify contractor test results.

3.3 Service Calls

The Contractor shall receive, respond to, complete, and document all service calls required by the Government at buildings covered by this contract as part of the basic services, fixed price, portion of this contract.

3.3.1 General Service Call Requirements

Service Calls are initiated by the COTR or a Government Service Call Representative and are defined as unscheduled building related problems. Examples include, but are not limited to taking measures to respond to and correct building related deficiencies such as malfunctioning HVAC systems resulting in hot/cold complaints, miscellaneous electrical, plumbing, architectural, carpentry, and structural system repairs, etc. The Contractor shall respond to and correct these problems as specified herein, including any needed repairs. This also includes maintenance, and technical assistance, and/or other miscellaneous work requirements as required by the COTR. Service Calls are brief in scope, and do not usually require detailed job planning. The first \$2,500 of all parts, labor, materials, special equipment rentals, and subcontract costs of Service Call work is included in the basic services, fixed-price portion of this contract. The contractor may be issued an IDIQ task order for all service calls where the total cost for parts, materials, special equipment rentals and/or subcontractor costs (excluding labor costs) exceed the threshold of \$2,500. The Contractor shall receive, perform, and document Service Calls in accordance with the procedures outlined below. Should the Contractor identify additional repair/service call work that is needed in the course of performing other work under this contract such as quality control inspections, preventive maintenance, or other service calls, the Contractor shall immediately document these requirements in the Computerized Maintenance Management System (CMMS). A contractor-initiated CMMS generated Service Call will be issued by the Contractor to document all of these types of service calls. The contractor shall diligently perform all required work discovered in a timely manner in accordance with paragraph 3.3.3.4 and shall remain fully responsible for maintaining effective maintenance and repairs of all building systems and equipment.

3.3.2 Service Call Reception

3.3.2.1 Service Call Reception During Regular Work Hours

The Government's Service Call Representative, or Employee Resource Center (ERC) will perform Service Call reception between 7 AM and 5PM and will classify each call in accordance with the definitions provided below. The Contractor will be issued a Service Work Authorization Form (Service Call ticket), from the Government's Service Call Representative, contract inspectors, and/ or COTR. The service call will contain a description of the problem or requested work, date and time received, date and time issued, location, point of contact with telephone number, and other appropriate information. The Service Call ticket will be generated in the CMMS and or ERC system (via email) and forwarded either electronically or in hard copy to designated location(s) for Contractor's receipt and acceptance. If the call is classified as Emergency, Hot/Cold, or Urgent, the Government's Service Call Representative will notify the Contractor by phone or voice communication that a ticket has been issued. The Government reserves the right to cancel or defer Service Calls.

3.3.2.2 Service Call Reception after Normal Government Working Hours

The Contractor shall provide the COTR with a list of qualified personnel (and beeper and cell phone numbers) to be called when emergency service is required after normal Government working hours. In addition, Project Manager and/or key on-site staffing shall carry a Government furnished mobile radio with them at all times so they can be reached for direct communications with Government personnel 24 hours per day, seven days per week. The site Security Office will receive the service calls from IRS employees and issue a service call in a verbal format that indicates the nature of the problem, service call priority, and location of the problem. The Contractor shall fill out a Service Work Authorization Form (developed by the contractor and approved by the COTR) to include a description of the work or problem, date and time received, date and time responded to, location, and caller's name and telephone number for each call received. These forms shall be delivered to the Government's Service Call Representative (work management office) by 9 AM the next regular workday. Subsequently, the contractor shall initiate a CMMS service call to document the work.

3.3.3 Service Call Classification, Response, and Completion

The Government will classify all Service Calls except for those initiated by the contractor. Service call response times and completion times are shown below and summarized in the associated Table.

3.3.3.1 Emergency Service Calls

Emergency Service Calls consist of correcting failures on equipment or structures which would immediately threaten personnel, property or the IRS local or national mission and may result in a work stoppage until the support service or repair work is successfully completed. Examples include, broken water pipes, electrical outages, HVAC outages on critical equipment, clogged drains where sewage backup/overflow exists, oil or gas leaks, inoperable pumps, electrical hazards which may cause fire or shock, repairs to critical mechanical systems, roof leaks which creates an unsafe condition, security concerns such as locking and unlocking of locks and doors, etc. The Contractor shall respond immediately and be on the job site and working within 10 minutes after receipt of an Emergency Service Call. The Contractor shall work continuously without interruption and shall correct or secure the emergency condition before departing the job site. All work on the service call shall be completed in two calendar days or less. However, if the situation is impacting the IRS operations or is considered a safety hazard, the Contractor shall work continuously without stopping until the repairs are successfully made and or there is no longer any impact on IRS operations, Government property, or employees.

3.3.3.2 Hot/Cold Calls

Hot/Cold calls consist of providing services to correct the temperature level at various locations throughout the center where Government employees report they are uncomfortable. The Contractor shall respond and be on the job site and working within 30 minutes after receipt of a Hot/Cold Service Call and shall work continuously until completion of the job. The temperatures shall be maintained in accordance with paragraph 3.1.3 or as directed by the COTR. If the cause of the problem involves building systems or equipment failures that would extend the time required to correct the hot/cold situation, the Contractor shall

close the Hot/Cold Call and open a service call on the item of equipment that requires repair. The contractor shall notify the Government via a completed service call ticket in all such situations.

3.3.3.3 Urgent Service Calls

Urgent Service Calls correct failures which do not immediately threaten personnel, property or missions, but which could soon inconvenience and/or affect the health or well being of personnel, lead to property damage, increase the risk of equipment failure, or lead to disruptions in operations. The Contractor shall respond to, be on the job site and working within 2 working hours after receipt of an Urgent Service Call. Once begun, the work shall be completed within 3 calendar days.

3.3.3.4 Routine Service Calls

Service Calls will be classified as Routine when the work does not qualify as an Emergency or Urgent call as directed by the COTR. Examples of Routine Service Calls include: loose baseboard trim, dripping faucets, broken locksets, floor tile, damaged wall, etc. The contractor shall complete Routine Service Calls within 5 calendar days.

Service Call Response/Completion Requirements

Service Call Classification	Response/Completion
Emergency	Respond within 10 minutes of notification and work to completion or contain the emergency (Complete all work in calendar 2 days).
Hot/Cold	Respond within 30 minutes and alleviate the discomfort. (Work to completion).
Urgent	Respond within 2 hours of notification during normal work hours or start of next workday. Complete all work within 3 calendar days.
Routine	Respond to customer within two days of notification received. Complete work within 5 calendar days.

The contractor shall perform service calls in accordance with the above-mentioned requirements in order to ensure quality customer service and continuity of operations or to return equipment to operational service as soon as possible. If repairs cannot be accomplished within these time frames due to circumstances beyond the contractors control (COTR will determine this), a wavier may be granted by the COTR (on a case-by-case basis) once the contractor provides the following:

- A written explanation for the delay
- The estimated time for completion
- Evidence showing that the contractor has made every effort to comply with the contract service call time frames

3.3.4 Service Calls with a cost Greater than \$2,500

If the Contractor responds to a Service Call and believes that cost of the required work is greater than \$2,500 (only the actual cost of parts, materials, special equipment rentals, and subcontractor costs are to be included to establish this threshold), the ACO and the COTR shall be notified within 4 hours that the cost of the work will exceed \$2,500. No work shall be accomplished prior to COTR's approval. However, an Emergency Service Call shall be abated immediately regardless of the cost provided that the ACO is notified immediately or as soon as practicable.

The COTR should also be notified concurrently with the ACO. The Contractor shall submit an invoice for all emergency work performed within 24 hours from the time of the incident. The work shall be performed in accordance with Paragraph 4.

3.3.5 Materials and Equipment

The Contractor shall maintain sufficient materials, tools, and equipment to support Service Call work requirements.

3.3.6 Repair Standards

The Contractor shall comply with all acceptable industry standards and best practices and shall adhere to all regulations, directives, and instructions identified in Paragraph 8 and Technical Exhibit TE-9.

3.3.7 Damages Caused by Severe Weather Conditions or Vandalism

The contractor shall not be responsible for costs associated with repairs on equipment damaged, which can be proven to be caused by acts of God and/or acts of vandalism by Government employees.

3.3.8 Technical Assistance

The Contractor shall provide technical assistance, to answer technical questions, escort and work with consultants on building related projects, draw technical sketches, review technical drawings, and provide advice to Government representatives in all operation, maintenance, repair, and building or system upgrades relating to the buildings covered by this contract. Technical assistance will be requested in the form of a Service Call.

When required to complete work, furniture and equipment in the immediate area of the worksite (s) shall be removed by the contractor and replaced in the exact location after work has been completed. All work shall be done with minimum interference to Government personnel and operations.

3.3.9 Service Call Database

The Contractor shall maintain a Service Call database in the CMMS system. The Contractor shall return the completed Service Call ticket to the COTR or Government work order representative within 24 hours of completion of the service containing the following legible information:

- (1) Description of work Performed
- (2) Predominant Trade of work
- (3) Date and Time of Arrival at the Service Call site
- (4) Date and Time Service Call completed
- (5) Number of Labor Hours
- (6) Cost of Materials (purchase price)
- (7) Government customer Point of Contact (POC) name and phone number (if different from issued ticket)
- (8) Name and signature of Craftsman
- (9) Additional comments on work
- (10) Equipment ID #, if applicable
- (11) Warranty information
- (12) Work Review Form or Safety Work Permit, if applicable.

The contractor shall also be responsible to maintain the equipment history database for all service calls, repairs, and PM's performed on each piece of building equipment on inventory. The contractor shall update all equipment history records in the CMMS database within 7 days after service calls, repairs, or PM activities have occurred.

The contractor shall maintain a separate up-to-date computerized service call repair log database in the CMMS system for all service calls costing \$2,500 or less and a separate log for all repairs costing over \$2,500. These logs shall be provided in the monthly progress report, provided to the COTR and shall be available to the COTR at all times.

3.4 Preventive Maintenance (Pm) And Certification

The Contractor shall schedule, perform, and document all required PM and equipment certifications.

3.4.1 Preventive Maintenance

PM consists primarily of inspection, cleaning, lubrication, adjustment, calibration, corrosion control, touch-up painting, and minor part/component replacement (e.g. filters, belts, hoses, fluids, hardware) as required to increase the reliability of equipment by minimizing malfunction, breakdown, and deterioration of equipment;

and the identifying of any repairs required to bring the equipment up to the manufacturer's operating standards. The Contractor shall perform preventive maintenance in accordance with the IRSGSA Preventive maintenance checklists presented in Technical Exhibit TE-4, or in the absence of a IRS/GSA checklist for a particular piece of equipment or system, the manufacturer's documented recommendations shall be followed. Preventive maintenance checklists presented in Technical Exhibit TE-4 are IRS/GSA checklists-based on General Services Administration (GSA) preventive maintenance standards and shall be the minimum acceptable preventive maintenance performed by the Contractor.

3.4.2 Preventive Maintenance Performance and Scheduling

A. The Contractor shall perform all PM services required to effectively maintain all building equipment and systems in accordance with the standards mentioned in 3.4.1. TE-2 and TE-5 lists systems and equipment to be maintained as part of this contract. The Contractor shall use the PM scheduling module of the CMMS system for managing and documenting all PM program accomplishments. The Contractor will be able to review the existing schedule and equipment inventory loaded in the CMMS during the Phase-in period. The Contractor shall ensure that the CMMS system equipment inventory database accurately reflects all equipment identified in the SOW and shall make all of the changes in the CMMS equipment inventory database as necessary to ensure an accurate inventory. The Contractor shall propose a new PM schedule or modify the current PM schedule based on current contract requirements and a updated and accurate equipment inventory and shall submit the new or revised schedule to the COTR for approval during the first 14 days of the phase-in period. The Contractor shall, after receiving approval of the PM schedule from the COTR, enter the approved new schedule into the CMMS and produce PM work orders in accordance with the approved schedule. Subsequently, the Contractor shall review the PM schedule and equipment inventory on an annual basis and shall update the schedule and inventory on an annual basis. If changes are deemed necessary for either the inventory or PM schedule, the COTR shall be notified by the contractor within 15 calendar days. All changes to the CMMS database shall be approved (in writing) in advance by the ACO and the COTR before the contractor makes adjustments.

B. The Contractor shall prepare a separate PM schedule for all building equipment that requires a substantial outage of building systems before PM can be performed. The schedule shall include all equipment such as switchgear, HVAC, Rotary Uninterrupted Power Supply (RUPS), etc., that can only be accomplished with a substantial outage that will shut down IRS operations and that will interfere with the local and/or national operations. . The Contractor shall submit this schedule to the COTR for approval during the first 14 days of the phase-in period. The PM for this equipment shall be scheduled and accomplished as approved by the COTR during two (2) Holiday and/or weekend outages with an estimated duration of 16 hours each or 32 hours annually. This requirement is part of the basic services, fixed price portion of the contract.

C. It is the Contractor's responsibility to maintain all of the building's equipment/systems as listed in TE-2 and TE-5. Therefore, in the absence of a specific IRS PM guide/checklist being available for certain equipment in TE-4, the Contractor shall perform preventive maintenance in accordance with manufacturer's recommendations. The Contractor shall, develop and submit a written proposed guide to the COTR for approval within seven (7) calendar days after the discovery that IRS PM guides/checklists are not available for certain equipment to be maintained.

D. If the Contractor believes that any IRS provided PM guide/checklist included in this contract provides a lower quantity and/or higher quality of PM than is required either by the equipment manufacturer or the best practices of the industry, the Contractor may develop and submit revised guides to the COTR for review and approval. The guide(s) must be in the same format as the IRS guides and include the same type of information regarding a description of work to be done, amount of time required to perform the work, and the frequency at which the work must be performed. Pending disposition of the revised guide(s) by the COTR, the Contractor shall diligently complete all required PM as currently specified in this contract. The final determination as to which guide is to be used on a particular piece of equipment and/or system rests solely with the COTR.

E. The contractor shall perform mass re-lamping and cleaning of all light fixtures in all buildings covered by this contract in accordance with all applicable guide cards. All fixtures shall be re-lamped with the most energy efficient bulbs available. The contractor shall provide a thorough re-lamping plan

including area drawings depicting the scheduled completion of this effort as part of the PM schedule that shall be submitted to the COTR for review and approval. The re-lamping plan/schedule shall ensure that the re-lamping effort does not interfere with Government business and shall be approved by the COTR.

3.4.3 Contractor Changes in Building Equipment Inventory

The Contractor shall maintain and update the building equipment data in the CMMS. Any building equipment installed or removed shall be entered into the CMMS system within 7 calendar days following the installation/removal. The Government shall be notified in advance of all changes via email for Government concurrence before any changes are made.

The contractor shall be fully responsible to maintain all equipment and systems that are listed in **TE-2 and TE-5**. The building equipment inventory listed in TE-5 may not be all inclusive of all equipment installed in the buildings which shall be included as part of the basic services, fixed price, portion of this contract. In addition, the contractor shall maintain up to 1% of additional equipment not shown in **TE-2 and TE-5** due to possible variations in Government equipment inventories at each site. The equipment inventory (TE-5) is provided for estimating purposes only and shall represent the minimum quantity of equipment covered by this contract. **Any recommended equipment additions exceeding the 1% mentioned above shall be accompanied by a cost proposal for Government consideration of incorporating the proposed changes into the base contract.**

3.4.4 PM Documentation

After PM work is completed, the Contractor shall document the results of such PM on the PM work order. The Contractor shall maintain a hard copy of each completed PM work order in a orderly filing system for the duration of the contract and one copy of each work order shall be provided to the COTR or his/her designee. Defects or deficiencies identified by the Contractor during PM activities that may result in risk to persons or property shall be reported to the COTR immediately. Other defects or deficiencies identified during performance of the PM shall be reported to the COTR via the work order form for subsequent issuance of a service call for correction of the defects or deficiencies. The Contractor shall input actual results of the PM into CMMS within 3 business workdays of actual completion. The following information shall be entered on the PM work order form and input into the CMMS by the Contractor:

- (1) Date of PM work completed
- (2) Actual man-hours expended
- (3) Employee ID that performed the PM
- (4) List of materials used for PM inspection
- (5) Cost estimate of materials used
- (6) List of defects or deficiencies noted during PM and corrected
- (7) List of defects not corrected
- (8) Service Order is required to correct deficiencies not corrected during PM (YES / NO)
- (9) Working estimate of man-hours and materials needed to correct defect or deficiency
- (10) Equipment ID and historical data

3.4.5 Maintenance Control Equipment (MCE) ID Numbers

Within the first completed cycle of the initial PM schedule, the Contractor shall update all the MCE ID's in the CMMS and affix a permanent MCE ID label (labels shall be approved by the COTR) that contains the MCE ID on each piece of building equipment separately inventoried.

3.4.6 Certification Inspection and Testing

Certification testing of fired and unfired pressure vessels, high voltage switch gear, grounding systems, fire detection and suppression systems, backflow preventers, underground fuel oil storage tanks, and weight handling equipment shall be conducted such that all equipment certification is current. All certification testing shall be accomplished by an independent testing firm not affiliated with the Contractor as part of the basic services, firm fixed portion of this contract.

All certification testing of electrical power distribution equipment shall be performed by journeyman electricians who are accredited by the National Electrical Testing Association (NETA) or equivalent. All

certification testing of switchgear and breakers shall be performed by an independent bonded testing firm specializing in the type of work.

3.4.7 Certification Test Schedules

The Contractor shall complete all certification testing prior to the end of the base performance period. The Contractor shall provide a schedule of all certification to the COTR for acceptance 14 days before the base performance period begins. Once accepted, the Contractor shall input the schedule into the CMMS.

Any deviation from performing the PM during the base year requires approval from the COTR. The Contractor shall submit a request to delay testing to an option period to the COTR which includes a specific justification for the delay and a detailed schedule for all performance years.

3.4.8 Special Testing

The contractor shall perform the following special testing on the systems mentioned below and shall advise the COTR a minimum of 24 hours in advance of all special testing:

The Contractor shall perform a thermo graphic (infrared) scan and provide a written report of all the equipment pertaining to the PM checklists as identified TE-10. The report shall be provided in both hard copy and electronically, contain an analysis of any problem areas, and recommend corrections/repairs needed. This report shall be submitted in the monthly progress report for all equipment scanned the previous month. The Contractor shall include the infrared testing in the PM schedule as required in paragraph 3.4.2 above. The COTR shall be immediately made aware of all potential safety hazards or interruptions of service discovered during these tests.

Annually, at the beginning of the heating season, the contractor shall perform a boiler/burner CO2 flue gas analysis test by a independent testing firm at a minimum of 3 different loads. Based on these test results, the burner/controls on each boiler shall be adjusted to maximize combustion efficiency as necessary. A written report shall be provided to the COTR annually within 15 calendar after the testing has been completed. The report shall provide before and after conditions for each boiler and shall include any additional recommendations that are necessary.

Annually, the contractor shall perform a full load test each RUPS Module and emergency generator set with resistive load banks without interrupting Government operations as approved by the COTR. The initial load bank testing shall be completed during the first 90 days of the base period of this contract. This testing shall be performed by an independent certified testing firm and a written report shall be provided to the COTR annually within 30 days after the testing has been completed.

Annually, the contractor shall perform an oil analysis test of all diesel engines and refrigeration machines. The oil analysis shall be performed in conjunction with the scheduled preventative maintenance work accomplished on this equipment. A written report of the analysis shall be provided to the COTR within 15 calendar days after completion of the test.

Annually, the contractor shall test and maintain all under floor water detection systems located in all ADP spaces. The contractor shall perform all necessary testing, repairs and preventative maintenance associated with this equipment. The contractor shall provide a written report within 15 calendar days after testing has been performed depicting all deficiencies discovered and recommended actions to be undertaken. The initial testing shall be completed during the first 90 days of the base period of this contract.

Once every three years, commencing within the first 9 months of the initial contract base period, Eddy Current testing shall be performed on **all chillers**.

3.5 Personnel Requirements

The Contractor shall provide adequate numbers of qualified personnel to assure satisfactory performance of the services required by this contract. The minimum acceptable personnel qualifications for the positions are shown below. The Contractor shall adhere to any special certification, licenses, or training requirements required by Federal, State or Local Jurisdictions. The Contractor shall submit evidence of personnel qualifications to the COTR for review and shall receive written acceptance by the COTR prior to personnel being assigned to the contract. The Government reserves the right to accept all Contractor personnel submitted to the COTR as personnel proposed to be used in the performance of this contract.

In addition, the ACO may prevent a Contractor employee from performing duties under this contract until the Contractor has substantiated his/her qualifications. Resumes of all personnel shall be provided **during the phase-in period** and subsequently any replacement personnel resumes shall be provided to the COTR for approval/consideration at least twenty one (21) days in advance of when the Contractor wants the employee to begin work. All replacement personnel shall meet or exceed all of the original personnel qualification requirements.

3.5.1 On-Site Project Manager

The Contractor shall provide an on-site project manager dedicated to this contract at each of the work locations. The Project Manager shall be available on-site from 7:30 AM to 4:00 PM, Monday-Friday and at any other times required to effectively manage all contract work. During normal Government working hours, the Project Manager shall respond to questions from the COTR within 30 minutes of the request. The Contractor shall, in writing to the COTR, designate another on-site person to act for the Project Manager during any temporary absence of the Project Manager. The Project Manager shall have a beeper or Cell phone on his person 24 hours per day, 365 days per year. The beeper or cell phone shall enable Government personnel to be able to contact the project manager 24 hours per day, 365 days per year.

3.5.2 On-Site Shift Supervisors

Shift Supervisors may be journeyman level personnel deemed as a working supervisor on shifts not worked by the Project Manager. On-Site supervisor is a person designated in writing by the contractor who has the authority to act for the contractor on a day-to-day basis at the work site in the absence of the on-site Project Manager.

3.5.3 Electricians

The Contractor shall provide at least one full-time, on-site that licensed journeyman electrician.

3.5.4 HVAC Mechanic

At a minimum, all HVAC Mechanics must have completed a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency recognized by the Bureau OR have four (4) years current experience in a trade or occupation in maintenance, repair and operation of buildings such as: air conditioning equipment mechanic, refrigeration equipment mechanic, HVAC control systems mechanic, etc. These qualification standards apply to both initial and replacement maintenance mechanics. Personnel engaged in the maintenance, servicing, and repair of refrigerant-containing equipment/systems shall be trained and certified by an Environmental Protection Agency (EPA)-approved source in the proper handling, recovery, recycling of CFC refrigerants.

3.5.5 Maintenance Mechanic

At a minimum, all maintenance mechanics must have completed a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency recognized by the Bureau OR have four (4) years current experience in a trade or occupation in maintenance, repair, and operation of complex buildings equipment and systems such as performed by a stationary engineer, air conditioning equipment mechanic, maintenance electrician, and/or maintenance plumber/pipe fitter. Additionally, each mechanic shall have journeyman level experience in at least two of the following trades/activities with relevant knowledge of the remaining trade activities:

- Operating/adjusting building HVAC systems for efficiency and comfort,
- Maintaining/troubleshooting/repairing:
- Chillers and chilled water systems,
- Building HVAC equipment
- Boilers and hot water heating systems,
- Domestic water and plumbing systems,

- Electrical systems including lighting, motors, starters, contactors, etc."

3.5.6 Specialized Equipment Maintenance

The Contractor shall utilize the manufacturer, manufacturer certified service firm, or representatives/specialists who are factory-trained certified technicians to accomplish all scheduled and unscheduled preventive maintenance and repair services on the systems noted below. If the Contractor chooses not to use the manufacturer, or manufacturer certified service firms to perform the work, the Contractor shall provide to COTR, at the start of the phase-in period, certification(s) by the manufacturer, on manufacturer's letterhead, signed by the appropriate company official, that certain (listed by name) Contractor employee(s) have been trained and certified by the manufacturer to maintain and/or service the equipment for which they will work on. Certifications shall have been within the past three years. Systems requiring specialized maintenance are as follows:

SYSTEMS:

- (1) Fire Alarm Systems
- (2) Emergency diesel engine driven generators (annual PM and Major repairs)
- (3) UPS and RUPS Systems including paralleling switch-gear
- (4) UPS/RUPS Computerized Monitoring System
- (5) Building Automation System
- (6) Security System
- (7) Elevators
- (8) Auditorium Audio Visual Equipment

3.5.7 Investigative Requirements for Contractor Employees

Full Time and Frequent On-Site Access - All Full Time Contractor personnel and subcontract personnel who frequently require access to the facility must be issued "staff-like access" by the Government for unescorted access into the facility. The COTR will provide a diskette with a source form automation application for complete a SF-85P, Questionnaire for Public Trust Position, paper forms, take fingerprints, and submit investigation requests to IRS Personnel Security and Investigations. Contractor employees will be required to complete security investigation forms from a diskette for electronic submission by the COTR. The level of personnel security investigation could range from low, moderate, to high, depending on the duties and level of access that the contractor personnel will be performing. A position risk assessment will be conducted by the COTR to determine the level of access, position risk and type of investigation required. A position risk assessment will be conducted for all Contractor personnel (including subcontract personnel) and shall submit documentation to the COTR in accordance with IRM Handbook 1.23.2, Section 2, Chapter 2 "Contractor Investigations" and Treasury Security Manual, TDP 71-10, Chapter II, Section 2, Investigative Requirements for Contract Employees.". Subcontract personnel requiring access for extended periods (more than 30 days) more than one time per year shall be required to obtain "staff-like access" as determined by the COTR. Contractor personnel will be required to be U.S citizens or lawful permanent residents of the United States and must be compliant with all Federal tax requirements. When the security investigation is completed and no derogatory or adverse information is cited, the IRS Personnel Security and Investigations office will provide "staff-like access" and allow the individual un-escorted access to the facility. If the security investigation of a Contractor employee identifies derogatory or adverse information resulting in a decision to not grant "staff-like access", that person shall not be allowed access to IRS facilities. When access by a Contractor or subcontractor person is scheduled or predicted, the Contractor shall submit documentation for the security investigation a minimum of 21 calendar days in advance of the anticipated employee reporting date to allow the issuance of "staff-like access". During the period following submission of the security investigation documentation and determination of the unescorted access, such Contractor personnel shall be signed into the facility by Government personnel and escorted during their stay in the facility by Contractor personnel with approved staff-like access.

In-frequent and Intermittent Access - All Contractor personnel or subcontractors that require access for a one-time event such as a specialty repair or Company staff visit shall be authorized by the COTR, signed

in by the Government, and shall be escorted throughout their stay. The Contractor is encouraged to limit the number of personnel requiring escort. The COTR shall be notified in advance when Contractor or subcontract personnel require escorted access.

Badges - The Government will issue access badges to all Contractor personnel that are granted "Staff-like access". Contractor personnel shall ensure that their badges are visibly displayed on their person at all times while in IRS facilities. At no time shall the Contractor employee take their badge off-site. All contractor employees and subcontractors (working inside buildings or outside on campus locations) shall sign in and out at the beginning and end of their shifts/work effort on a log established in the lobby at each building (at the security desk) for contract administration purposes. All badges shall be picked up at this time and returned at the end of each shift/work effort at the security desk before leaving the premises. All local Security procedures shall be followed at all times unless approved in writing in advance by the COTR.

3.6 On-Site Hours of Operation

The contractor shall provide on-site staffing and building operations at the MCC Campus (24 hours per day, 365 days per year) The MCC Campus consists of the following buildings: MCC Federal Building and Annex buildings and Child Care/Credit Union buildings.

3.7 Training Requirements

The Contractor shall conduct the following training for Contractor personnel. Documentation of all training completed shall be submitted to the COTR on an annual basis.

3.7.1 Safety Training

The Contractor shall conduct safety meetings with Contractor employees to ensure compliance with all safety rules, directives and regulations. Training guidelines and some instructional materials for this requirement are available on loan from the Government at no cost.

3.7.2 Lockout/Tag out Training

The Contractor shall ensure all personnel performing lockout/tag out (LO/TO) of energy sources, such as electricians and HVAC mechanics are fully trained and the procedures for lockout/tag out are in accordance with 29 CFR 1910.147. Documented procedures for LO/TO must be adhered to.

3.7.3 Respiratory Protection Training

The Contractor shall develop and maintain a respiratory protection program in accordance with 29 CFR 1910.134.

3.7.4 Sexual Harassment and Equal Employment Opportunity Training

All Contractor personnel shall receive specific training on prevention of sexual harassment and Federal equal employment opportunity regulations and laws for the work place.

3.8 Safety

3.8.1 Occupational Health and Safety (OSH) Program

All work shall be conducted in a safe manner in accordance with Occupational Health and Safety (OSH) regulations 29 CFR 1910 and 29 CFR 1926. The Contractor employees shall wear the required Personal Protective Equipment (PPE), including, but not limited to, safety shoes, and head, ear, and eye protection when and where required. It is the Contractor's responsibility to provide employees with PPE and to replace worn or defective equipment as required by Federal and State Occupational Safety and Health Agency (OSHA) standards.

3.8.2 OSH Inspections

The Contractor's workspace will be inspected periodically by the Safety Department and/or Federal or State Inspectors for OSHA violations. Abatement of violations shall be the responsibility of the Contractor

and/or the Government as determined by the ACO with input from the COTR. The Contractor shall provide assistance by escorting and cooperating with Federal or State OSHA inspectors if a complaint is filed. The Contractor shall pay any fines levied on the Contractor by Federal or State OSHA Offices.

3.9 Environmental Requirements

3.9.1 Hazardous Waste Management

The Contractor shall conduct all operations in a manner that reduces or eliminates the generation of waste; and shall reuse, reclaim, or recycle material to the maximum extent possible; and shall manage and dispose of hazardous waste in accordance with specific State Regulations and current EPA guidance. Hazardous wastes are solid wastes that meet the definition of a hazardous waste in 40 CFR 261. These may include, but are not limited to, PCBs (primarily in light ballasts); lead and lead-contaminated debris; solvents and solvent-contaminated rags; spent lithium, mercury and alkaline batteries; and fluorescent light bulbs.

3.9.1.1 Less-than-30-Day Accumulation Site

The Contractor shall not store hazardous waste on site longer than 30 days. Hazardous wastes generated by the performance of this contract shall accumulate in limited quantity at the site for up to 30 days until the waste can be picked up by a Contractor qualified to dispose of hazardous waste. The Contractor shall designate a Site Manager who shall inspect the Accumulation Site, at least weekly, to ensure all requirements of the Hazardous Waste Management Plan are being met.

3.9.1.2 Hazardous Waste Disposal

Waste that is generated by the Contractor in performance of this contract shall be picked up from the designated storage site(s) and transported to disposal facilities and discarded in accordance with all applicable local, state, and Federal laws. This waste shall be disposed at the Contractor's expense; however, all such waste must be treated as Government property due to assignment of liabilities placed through applicable laws and regulations. Documentation showing the date, commercial firm performing the disposal, and method of disposal shall be maintained a minimum of five years and made available to the Government upon request.

3.9.1.3 Spill Reporting

The Contractor shall notify the COTR immediately when any amount of hazardous material or waste is released to the environment or if a spill occurs.

3.9.2 Environmental Inspections

The Contractor's workspace may be periodically inspected by Federal or State environmental inspectors for EPA. Abatement of violations shall be the responsibility of the Contractor or the Government as determined by the Contracting Officer based on documentation and evidence presented by both parties. The Contractor shall provide assistance to the Safety Department escort and the Federal or State inspectors if a complaint is filed. The Contractor shall promptly pay any fines levied on the Contractor by Federal or State Offices that are due to environmental protection violations and without reimbursement from the Government. The Contractor may be held personally liable for any violations in this area.

3.9.3 General Trash and Recyclable Items

The Contractor shall provide all waste removal services to include all hazardous and non-hazardous wastes. These wastes shall be disposed of off-site in accordance with all state and local laws.

The Contractor shall recycle their own consumable used such as high-grade white paper, aluminum cans, junk mail, cardboard, plastic glass bottles, tin cans, toner cartridges and newspapers.

3.9.4 Air Emissions

The air emission standards in the performance of work are described below.

3.9.4.1 Refrigerants

The Contractor shall follow all regulations and practices for service methods, technician, systems, and recovery equipment certification, disposal of equipment and appliances, and record keeping in accordance with 40 CFR 82. The referenced regulation is available on-line.

3.9.4.1.1 Inventory of Refrigerants

The contractor shall develop a Refrigerant Management Plan in accordance with GSA and Federal regulations for the review and approval of the COTR (within 30 days after contract award) The contractor shall use the Refrigerant Compliance Manager (RCM) (EPA-compliant software program or equivalent) for data management of refrigerant usage and tracking. The Contractor shall update and maintain RCM concurrent with any Service Call and/or preventive maintenance performed on refrigeration systems. The Contractor shall produce any records or documentation for Government or EPA inspectors as required to validate EPA compliance. In addition, the contractor shall provide a log of all refrigerant usage to the COTR as part of the monthly progress report. The Contractor shall enter data into the database any time:

- (1) a leak is detected,
- (2) 30-day verification inspection is performed indicating refrigerant is not leaking,
- (3) refrigerant is added, or
- (4) refrigerant is removed.

The referenced regulations are available in the on-site Government reference library.

3.9.4.1.2 Reclamation of Refrigerants

The Contractor shall use certified evacuation and recovery equipment in the reclamation of refrigerants. Refrigeration equipment turned in for disposal shall be completely emptied of refrigerants and labeled in accordance with State and EPA regulations. Proper documentation shall be maintained for each piece of refrigeration equipment prepared for disposal.

3.9.4.1.3 Accountability for Refrigerants

The Contractor shall account for all refrigerants used. Audits of on-hand refrigerants and RCM shall be periodically conducted by the Government to verify that all refrigerants can be properly accounted for. The COTR shall be immediately notified when refrigerants have been released into the environment or cannot be accounted for by the Contractor. The accountability records of refrigerants shall be provided to the COTR at contract close out.

3.9.5 Hazardous Materials Management

3.9.5.1 Emergency Planning and Community Right-to-Know Act (EPCRA)

The Contractor shall maintain records of all hazardous materials brought onsite IAW 40 CFR 370. The supporting records shall be maintained for a period of five years for auditing purposes. These records shall include a Material Safety Data Sheet (MSDS) for each hazardous material as well as the following information:

- (1) Maximum amount of the material onsite on any one day of the year.
- (2) Average amount of the material stored onsite.
- (3) Quantity of material used during the calendar year.
- (4) Type of container used to store the hazardous material.
- (5) Storage location of the hazardous material.

The referenced regulations are available in the on-site Government reference library.

3.9.5.2 Hazardous Materials Storage

The Contractor shall store hazardous materials in accordance with guidance contained in 40 CFR 260-270. The Contractor shall limit quantity of hazardous materials to a 30-day supply wherever possible and shall purchase only required amounts of hazardous materials for Work Orders. Flammable lockers shall be used for storage. Containers of hazardous materials shall be tightly sealed when not in use. Housekeeping shall be strictly enforced. Storage areas and lockers shall be maintained in a neat and orderly manner.

The referenced regulations are available in the on-site Government reference library.

3.9.6 Environmental Compliance

The Contractor shall comply with all applicable Federal, State, and local environmental regulations and permits.

3.9.7 Asbestos Containing Materials (ACM)

The building(s) covered by this contract does not have any known asbestos-containing material (ACM) that the Government is aware of. However, the requirements of this paragraph shall apply to any asbestos containing material discovered during the term of this contract. Any suspected ACM found during the course of this contract shall be immediately reported to the COTR. Any repair or removal of asbestos-containing material shall follow OSHA and EPA regulations.

3.9.7.1 Repairs Where ACM is Present

The Contractor is not responsible for asbestos removal or abatement work for the sole purpose of asbestos removal or abatement but, if a repair requires that ACM be removed to obtain access to the work, the Contractor shall remove the asbestos. The Contractor shall immediately notify the COTR of the situation in order to get his/her approval to remove the ACM; the Contractor shall not remove any ACM prior to approval of the COTR unless it is an emergency risking severe loss of property or the safety of IRS employees. The repair task shall be performed in two distinct phases: first, remove the asbestos in accordance with EPA and OSHA regulations and second, perform the original task. The repair task shall not be started until the interfering asbestos material has been properly removed.

3.9.7.2 ACM Removal Standards

The Contractor shall be reimbursed for all fees associated with the removal or abatement of all asbestos-containing materials, such as sediment dust, sprayed on applications or insulation, which are encountered, and are incidental to the performance of repairs of a particular piece of equipment (as part of the basic services portion of this contract). This removal or abatement shall include the acquisition of all required permits (and payment of fees), as well as all protective procedures, air and bulk sampling, isolating the work area(s), protective clothing, asbestos training and certification, record keeping etc. All asbestos materials removed during the course of the maintenance or repair work shall be disposed of in accordance with EPA regulations and shall be replaced with non-asbestos materials of equal insulating and fire retardant properties (i.e., pipe lagging).

3.9.7.3 ACM Removal Documentation

All asbestos removed shall be properly documented and records kept in a permanent file. Asbestos records will be made available to the COTR/Asbestos Program Manager (APM) upon request. Upon final expiration/termination of the contract, all records will be turned over to the COTR/Asbestos Program Manager.

3.9.7.4 Coordination and Reporting

The Contractor shall coordinate, in advance, all repair work in areas where ACM is present with the Government Asbestos Program Manager (APM) and COTR. ACMs shall not knowingly be disturbed by the Contractor without the approval of the APM and/or COTR. Any damage/deterioration to the existing ACM shall be immediately reported to the APM and/or COTR for assessment and determination of need for repair.

3.10 PHASE-IN PLAN

3.10.1 Phase-In Planning/Staffing

During the 30-calendar day period prior to the start of full contract operations, the following Contractor's personnel, as identified in the proposal, shall be on-site at each building location to observe all operations pertinent to the contract requirements for the minimum time shown below to include office functions, procedures, and operations, repair/maintenance operations, and any other operations as deemed necessary by the Contractor, that will enable Contractor personnel to become both knowledgeable in, and familiar with, their assigned areas of responsibility. During the Phase-In Period, the Contractor shall

become familiar with the Government-furnished CMMS. The Contractor shall train their personnel on the CMMS and perform any set up of the system hardware, data entry, or software/programming for a completely functional system capable of meeting preventive maintenance, service calls, and all other related contract requirements before the contract start date. This system shall be inspected during the initial on-site joint existing deficiency inspection and all deficiencies shall be jointly identified. Repairs and corrective actions will be handled in accordance with the procedures outlined below for all other repairs identified as part of the existing deficiency report. All deficiencies on this system that are identified shall be completed in an urgent manner within 30 days of the contract start date. The following positions shall be filled and the individuals shall be on-site prior to the contract start date as follows:

Person Performing The Function Of	On Site Prior To Contract Start (Days)
Project Manager	30
Supervisors (foreman level)	15
Electrician	15
HVAC Mechanic	15
Maintenance Mechanic	15

3.10.2 Existing Deficiencies Inspection

The purpose of this inspection shall be to discover and list all existing conditions that may exist in the equipment and systems covered by this contract prior to contract start date. A deficiency is defined as any condition, excluding PM (all PM is covered in the basic services part of this contract) that requires repairs costing more than \$500 (up to the limitation of \$500,000), including materials and labor. The Contractor shall be reimbursed for all costs over \$500 per individual repair task. If, during the course of the inspection process, a condition is observed that the Contractor contends is a deficiency but the Government contends is not a deficiency, the Contracting Officer will make the final decision after both sides have presented sufficient detailed information. The Contractor may appeal this decision in accordance with FAR 52.233-1, Disputes. Any disputed deficiency shall be identified in the report. The Government reserves the right to issue service calls as part of the Basic Services fixed price portion of this contract for the correction of any existing condition repair and/or preventive maintenance item with a cost of less than \$500 in labor and materials.

3.10.2.1 Inspection Process

The Contractor or his designee(s) and the IRS ACO/COTR shall together make a complete and systematic initial inspection of all buildings and systems to be maintained under the terms of this contract on a mutually agreeable date during the first 10 calendar days of the phase-in period. This inspection will include but is not limited to all mechanical, electrical, plumbing, and utility systems and equipment, windows, doors and any other system or structural features requiring maintenance and repair under the requirements of this contract. In addition, all Government-furnished spaces, equipment and mechanical rooms will be jointly inspected and video taped by the Government to document the status of these areas.

3.10.2.2 Equipment Disassembly/Reassembly for Inspection Purposes

If, during the inspection, the Contractor wishes to disassemble a piece of equipment in order to inspect its internal condition, the COTR shall be notified and arrangements made in order to accommodate the Contractor. Any such internal inspection of equipment items or systems shall be accomplished solely at the Contractor's expense. If, during the disassembly or re-assembly of such an equipment item or system, any damage is done to the equipment, system, or auxiliary equipment/piping/controls/etc., such damage shall be repaired at the Contractor's expense and the item or system returned to its pre-disassembly condition. If any deficiencies are noted during the performance of such an internal inspection, the deficiencies shall be appropriately noted on the inspection report and the equipment item reassembled to its pre-disassembly condition at the Contractor's expense.

3.10.3 Inspection Documentation

The Contractor or his/her designee(s) and the COTR shall prepare an Existing Deficiency Report jointly while the inspection is being conducted. The Contractor shall be responsible for providing the COTR with a final signed report in a format approved by the COTR.. The final report shall list all deficiencies noted during the joint inspection. Each individual deficiency shall be listed separately with an associated estimated cost to abate each deficiency. Each deficiency line item completed shall be initialed by the aforesaid representatives of both parties and each party shall retain one executed copy.

During the first 20 calendar days of the phase-in period, the Contractor shall prepare and submit to the COTR a copy of the Existing Deficiency Report with an attached listing of the repairs needed to correct each deficiency. The list shall include the Contractor's estimated price, (including, but not limited to, labor, materials, and/or subcontract costs), for correcting each deficiency. However, the COTR may require the Contractor to provide individual cost proposals on repairs that are deemed by the COTR to be urgent in nature within 7 days of completion of the joint inspection. All prices shall remain firm for a period of 90 calendar days after submission.

3.10.4 Correction of Deficiencies

The Government will issue task orders for corrections of deficiencies estimated to cost over \$500 per individual repair as described in Section 4, Additional Services (IDIQ). The Government may elect to have any or all of this work performed by this Contractor or by other means. The Contractor shall provide a monthly update report to the COTR on the status of all cited deficiencies until such time as the deficiency list work has been completed.

3.10.5 Responsibility for Normal Operations and Maintenance

The contractor shall assume full responsibility for normal operations and maintenance of all building systems and equipment whether they are included on the deficiency report or not at the beginning of the base performance period. The Contractor shall immediately bring to the attention of the COTR during the joint inspection any systems or equipment that are considered inoperable and thus it is deemed impossible to provide normal operations and maintenance on such systems and/or equipment. Subsequently, when the Government has corrected an inoperable deficiency listed in the Existing Deficiency Report, the Contractor shall assume full responsibility of the equipment. Any and all deficiencies that are discovered after the contract start date shall be assumed to be conditions that developed after the contract start date and, therefore, shall not be deemed a "pre-existing" condition and thus the contractor shall be responsible for all such repairs in accordance with this statement of work. Nothing in this Existing Deficiency requirement shall be construed as diminishing the obligations imposed by this contract upon the Contractor to operate any deficient item, to the maximum extent operable, or to maintain any such item until such time as the Government corrects the deficiency.

3.10.6 Contract Start

The contractor shall assume full responsibility for normal operations and maintenance of all building systems and equipment at the beginning of the base performance period; hence, the Contractor shall provide a work force that is fully qualified and capable of performing all work required under this contract at this time.

3.10.7.1 Contract Phase-Out Inspection

On a date not later than sixty (60) calendar days prior to the expiration of the contract, the COTR and the Contractor shall make a complete and systematic joint inspection of the Contractor's areas, Government furnished equipment, mechanical rooms, and building systems and equipment covered by this contract. The COTR and the contractor shall identify all deficiencies other than normal wear and tear that need to be corrected by the contractor before the expiration of this contract.

3.10.7.2 Inspection Documentation

The Contractor shall submit a copy of the final inspection report (signed by both parties) with attachments listing all required repairs to be completed by the Contractor not less than 30 calendar days before the

expiration of the final contract period . However, the COTR may require the Contractor to make certain repairs immediately on items that are deemed by the ACO/COTR to be urgent in nature.

3.10.7.3 Deficiency Correction

The Contractor shall correct all of the cited deficiencies noted in the Close-out Report before the expiration of this contract. Final payment to the Contractor may be withheld until all cited deficiencies are completed.

3.11 QUALITY CONTROL PLAN (QCP)

The Contractor shall implement a Quality Control Program (QCP) to assure the performance standards in this contract are being consistently met or exceeded. The written Quality Control Plan should assess all aspects of the Contractor's building operations and procedures. The plan shall also describe how the Contractor will utilize quality control to foster optimum customer service. The Contractor shall submit the QCP within the first 15 days of the Phase-In Period. The QCP shall include the following:

3.11.1 Inspection System

The contractor shall maintain an up-to-date QCP throughout the term of this contract that is acceptable to the COTR. The program shall include but is not limited to an inspection system which is tailored to the specific buildings and equipment covered under the terms of this contract and which covers all services specified. The Contractor shall devise a monthly inspection schedule and checklists to be used by on-site staff and corporate/executive personnel in regularly scheduled and unscheduled QCP inspections. The Schedule shall identify what equipment will be checked and the checklist shall identify what items will be inspected on each type of equipment as the checks are being performed. Once completed, the checklist used shall be signed and dated by the inspector at the time that the inspection is completed. All QCP inspections shall be available to the COTR at all times.

3.11.2 QCP Personnel

The Contractor shall identify all on-site personnel who will be performing routine QCP inspections by name, title, and type of inspection each is authorized to perform.

3.11.3 QCP Documentation

The Contractor shall maintain and make available to the Government complete records of all inspection work performed in accordance with FAR 52.246-4, Inspection of Services – Fixed-Price. A hard copy of all QCP inspection reports shall be submitted to the COTR by the Monday (Close of Business) immediately following the inspection.

3.11.4 Annual Executive Quality Control Inspection

The Contractor shall perform a quality control inspection of the operations at each building annually. A report of the findings from the annual QC inspection shall be provided to the COTR along with proposed corrective actions not later than 15 days after completion of each inspection.

3.12 REQUIRED REPORTS AND SUBMITTALS

The Contractor shall submit the data, reports, schedules, plans, and items identified in Technical Exhibit TE-6 to the COTR for approval and/or action as applicable, no later than the dates specified. In addition, the Contractor shall submit a monthly progress report that includes the data as shown in TE-6 by the 5th workday of the following month. If unscheduled facility or equipment outages or additional damage to equipment occurs that can be attributed to the failure of the Contractor to accurately and timely report equipment conditions, the contractor will be assessed all actual costs incurred by the Government. This will include but is not limited to the actual cost of the Government to repair or correct the damaged building, equipment and/or systems.

3.13 MONTHLY PROGRESS MEETINGS

The Government intends to encourage the foundation of a cohesive partnership with the Contractor. The partnership will be structured to draw on the strengths of each organization to identify and achieve reciprocal goals. The objectives are effective and efficient contract performance, on schedule, customer-

focused service, and in accordance with the contract documents. This partnership will be multilateral. Any costs associated with effecting this partnership (time of the attending personnel, cost of transportation and lodging) will be borne by each contract partner as part of the basic services fixed-price portion of this contract. The cost of partnering meetings, including the facilitator, meeting room, supplies, etc., will be borne by IRS. It is anticipated that a 1-day kick-off meeting will be held at a location to be determined and will be attended by key personnel from the Contractor and Government. At a minimum, the ACO, COTR and contract Project Manager and corporate executives shall attend the initial meeting. The team kick-off meeting will culminate in the development and establishment of a mutually satisfactory set of goals and objectives beneficial to all partners. Monthly follow-up meetings shall be held throughout the duration of the contract in order to assess performance against team goals and contract requirements vs. contract performance. As a minimum, the COTR and on-site Project Manager shall attend these meetings.

3.14 WARRANTIES

The Contractor shall serve as the POC and coordinate all building and equipment related warranty issues. The Contractor shall be fully responsible to execute all warranties that are building related and to keep the Government advised in writing of any warranty issues in dispute by the manufacturer. If the Contractor has difficulties in enforcing warranties with a specific manufacturer, the COTR will attempt to help the Contractor resolve disputes with the manufacturer. Should the contractor's action nullify a warranty, the contractor shall assume responsibility for all systems, equipment, and related work until the warranty expires.

3.15 COMPUTER MAINTENANCE MANAGEMENT SYSTEMS (CMMS)

A. The Government will provide the Contractor full access to the Government's CMMS system and the contractor shall document all aspects of their accomplishments in the CMMS database (PM, service calls, repairs, equipment schedules and inventories, and equipment histories, etc.). The Contractor shall be responsible for data entry and accuracy of all information in the CMMS system and shall maintain service calls, PM schedule, equipment inventory, equipment history records and open and close all records. The specific CMMS associated with this contract is DataStream MP2, Access.

B. Contractor shall be responsible to make sure that the CMMS is fully functional and all contract documentation is up-to-date by the end of the phase-in period. If deficiencies are discovered during the joint phase-in inspection, the Contractor shall take immediate steps to furnish a thorough and detailed proposal to the Government to cover the cost of all repair and/or replacements (hardware and/or software upgrades) required to ensure a fully functional system capable of meeting all requirements of this contract. An IDIQ task order will be issued to the Contractor for all hardware and or software costs associated with system repairs and/or system upgrades for this requirement. All CMMS hardware, software and updated databases shall remain up-to-date throughout the term of the contract and shall remain the property of the Government and shall be returned to the Government at Contract expiration.

C. Additional information on the CMMS can be found at Internet website

MP2 <http://www.datastream.net/products/mp2>

D. The Government reserves the right to issue an IDIQ task order to the Contractor to upgrade and/or replace all CMMS system components to standardize the system hardware and software.

3.16 AS-BUILTS

The Contractor shall provide completed as-built drawings as part of all relevant IDIQ task orders or Service Calls where building infrastructure changes are made to building systems and equipment.. The Contractor shall provide these drawing under basic services / Firm Fixed-Price portion of the contract. These drawings shall be submitted prior to closing out the service call or IDIQ task order and prior to submittal of the Contractor's invoice (in the case of a Task Order).

3.17 WORK PERFORMANCE, COORDINATION AND SCHEDULING

The Contractor shall schedule and arrange work so as to cause no interference with the normal occurrence of Government operations without advance approval, in writing, from the COTR. In those cases where some

interference may be essentially unavoidable, the Contractor shall work with the COTR to minimize any impacts on Government operations and shall provide a written plan of action to the COTR for approval detailing how the impact of the interference, inconvenience, or customer discomfort will be minimized. During emergency situations, the COTR may grant verbal approval for work to proceed. Verbal approval shall be followed up in writing 24 hours.

3.17.1 Routine Work Coordination

For routine work and project support work, the Contractor shall notify the COTR and customer and coordinate a time period for performing the work a minimum of 24 hours prior to the desired start of work that will cause minor disruption to customers (i.e., minor power outages, loss of heat or cooling for a short duration, dust, noise). The request must be approved in writing (e-mail) by the COTR before any action is taken that would disrupt any Government operations. .

3.17.2 Facility Outages Coordination

Certain preventive maintenance and certifications require a major or complete facility power outage and total disruption of work to customers. These outages are normally scheduled for one or more of the Holiday weekends in the September, October, and November period. The Contractor shall coordinate a scheduled date with the COTR a minimum of 90 days prior to the desired date to perform the work. The Contractor shall provide a written outage plan to the COTR specifying all PM and repair work to be performed during the outage and the responsible party who will be performing each activity at least 60 days in advance of the outage for the COTR's review and approval. The work shall not begin nor be performed without the prior written approval of the COTR. Outages will not be approved unless the contractor's written outage plan is received and approved in advance by the COTR.

3.17.3 Consequences of Unscheduled Facility or Equipment Outages

The Contractor shall perform building operations, repairs, and maintenance so that no unscheduled facility or equipment outages occur. All unscheduled facility or equipment outages attributed to negligence on the part of the Contractor in performance of building operations, repair work, failure to successfully perform scheduled maintenance (PM), or failure to coordinate an outage that affects the IRS mission shall be assessed actual costs to the Government. The actual costs are limited to the actual cost to the Government to make repairs or corrections resulting from the outage and the actual costs of lost productivity by employees unable to work as a result of an unscheduled event/incident.

4. ADDITIONAL (IDIQ) SERVICES

The following services are Indefinite-Quantity Indefinite-Delivery (IDIQ) that shall be ordered by task order or by purchase card order. Upon request, the Contractor shall submit cost proposals in accordance with Section I, Contract Clauses (Special Contract Requirements). The Government shall request cost proposals in accordance with Task orders shall be issued by the ACO and purchase card orders shall be issued by the COTR. Such orders may be issued from contract start date through the end of the performance period and are subject to the terms and conditions of this contract.

4.1 Types of Additional Services

4.1.1 Service Call Repair exceeding \$2,500 up to \$500,000

Work, includes labor, materials, subcontracts, and specialized equipment to complete a repair service call when the cost for the service work exceeds \$2,500 (for all materials, parts, and subcontractors, for each individual repair task. This threshold applies to each individual repair event (job), several individual repairs jobs shall not be jointed together to circumvent this threshold.

4.1.2 Phase-In Deficiency Corrections

Work, includes labor, materials, subcontracts, and specialized equipment to complete repair deficiencies identified during the phase-in inspection. This threshold (\$500) applies to each individual deficiency, several individual deficiencies shall not be jointed together to circumvent this threshold.

4.1.3 Project Support Work (New Work)

The Contractor shall provide all supervision, labor, materials, and/or subcontract services to accomplish IDIQ task orders as initiated by the Government; this includes but is not limited to building infrastructure upgrades and minor construction activities as follows: electrical site preps, electrical, mechanical, plumbing, and HVAC system modifications, painting, building structural and carpentry enhancements, and any other building-related services as may be requested by the COTR.

4.2 Additional (IDIQ) Services Schedule

Additional (IDIQ) services shall be scheduled and completed within the allowable completion time (calendar days) established during negotiations. The Contractor shall, within three (3) calendar days of receipt of a signed task order, submit a detailed schedule in accordance with the time frame identified in the task order. The schedule shall identify all critical milestones. The COTR may waive the requirement for a schedule for less complex projects. If work cannot be accomplished due to circumstances beyond the Contractor's control, the Contractor shall request a schedule extension as soon as the need for an extension becomes apparent. Upon review of this request, the ACO may extend the completion date of the Task Order to allow a reasonable amount of time for completion if warranted.

4.3 Changes to the Scope of Work in Task Order

If during the course of work the Contractor encounters unforeseen conditions which impact the work and which could not have been evaluated during the initial estimating procedures, the Contractor shall contact the ACO and COTR immediately and shall not proceed without ACO authorization. The ACO will direct the Contractor to (1) estimate the change of scope for the unforeseen condition only, or (2) prepare a new estimate for the total job as revised. Revisions to schedules shall be negotiated with the ACO. The ACO will, after review and approval of the estimate and scope of work, (1) issue a modification to the Task Order for the change in scope, or (2) cancel the original Task Order and issue a new Task Order for the total job as revised. If the ACO directs the Contractor to stop work, the Contractor shall clean and secure the work site.

4.4 Reports

The Contractor shall provide to the ACO a monthly report with a copy going to the COTR that summarizes the status of all outstanding Task Orders. The report shall include:

- (1) Project title
- (2) Building Name) for work
- (3) Task Order number
- (4) Completion Date Required
- (5) Completion Date Anticipated
- (6) % Complete
- (7) Project Status
- (8) Remarks

5. GOVERNMENT FURNISHED ITEMS

5.1 Government Furnished Facilities

The Government will provide the facilities shown in Technical Exhibit TE-7. These facilities shall be for the exclusive use of the Contractor to perform work associated with this contract.

5.1.1 Keys to Government Facilities

The Contractor will be given keys and combinations to the facilities locks to facilitate performance of work. The Contractor shall establish a key control system to ensure that no keys issued to the Contractor by the Government are lost, misplaced, or used by unauthorized persons. Government keys shall not be duplicated by the Contractor without the Contracting Officer's authorization. The Contractor shall reimburse the Government for replacement of locks or for re-keying required as a result of the Contractor losing any key. The Contractor shall report to the Contracting Officer any occurrence of a lost key within one hour of discovery of the loss.

5.1.2 Authorized Use and Access to Spaces

The Contractor shall prohibit the use of Government-issued keys by any person other than authorized Contractor employees. The Contractor shall not permit entrance to locked areas of any person other than Contractor personnel engaged in the performance of work in those areas, or personnel assigned to the activity where the Contractor is performing work, without written authorization by the COTR.

5.1.3 Technical Publications

The Government will provide all currently available technical manuals and bulletins associated with the installed equipment. These publications shall be available on-site for the contractor's use. The Contractor shall update and maintain the technical publications, obtain and insert any changes or updates issued by the manufactures, add technical publications for any newly installed or replaced equipment, and shall return all technical publications (with changes, updates and added publications) to the Government 30 days prior to contract completion.

5.2 Government Furnished Materials

The Government will furnish or make available to the Contractor, on a one-time basis, the material of the types and in the approximate quantities listed in Technical Exhibit TE-7. At the close of the contract performance period, the Contractor shall return materials of like type, condition, and quantity to the Government.

5.2.1 Material Inventory

The on-hand materials listed in the Technical Exhibits will be made available to the Contractor. The Contractor and the COTR shall conduct a joint inventory before commencing work under this contract to verify the exact amount of the Government furnished materials. The Contractor shall then certify the findings of this inventory, assume accounting responsibility for all materials supplied, and shall replace in kind (at his cost) all items used. Upon completion or termination of this contract, a second joint inventory shall be conducted to ensure replacement of all Government furnished materials. The Contractor shall be held liable for all missing materials.

5.3 Government Furnished Equipment

The Government will furnish or make available to the Contractor, the equipment of the types and in the quantities listed in Technical Exhibit TE-7. The Contractor shall maintain and repair such equipment to ensure that it remains in proper and reliable operating condition. At the close of the contract performance period, the Service Provider shall return equipment of like type and quantity, less fair wear and tear, to the Government.

5.3.1 Equipment Inventory

The Contractor and the COTR shall conduct a joint inventory before commencing work under this contract to determine the exact number and serviceability of Government-furnished equipment. The Contractor shall then certify the findings of this inventory, assume accounting responsibility, and subsequently report inventory discrepancies to the COTR. Government furnished equipment shall not be removed from the facility unless approved by the Contracting Officer in writing.

5.4 Government Provided Services

The Government will provide the following service to the Contractor at each location.

5.4.1 Utilities

Utilities for Government-furnished facilities will be provided from existing outlets at no cost to the Contractor. Utilities are limited to electricity, sewerage, water, heat, air conditioning, local telephone service. Internet access, access to the local area network, and Internet connectivity are for official use only and will be limited to accepted Government systems users.

5.4.2 Fuels

The Government will provide all fuels associated with utilities heating and cooling, emergency generators, ect. The Contractor shall notify the COTR in writing when the level of fuel in any tank reaches 50% of full

capacity. The Contractor shall be responsible for acceptance of the fuel from Government delivery points and delivering the fuel to the applicable item of equipment. At the request of the COTR, the contractor shall test all fuel oil deliveries to make sure they are in compliance with Federal standards before acceptance of such deliveries. In addition, all appropriate additives required for efficient use of this fuel shall be added as part of the basic services portion of this contract.

5.4.3 Housekeeping Services

Limited custodial services will be made available at no cost to the Contractor. Custodial services provided include cleaning/stocking of restrooms, and cleaning and trash removal of the main office area. No other services are provided.

5.4.4 Security and Fire Protection

For all sites, the Government will provide security police and fire protection to the extent necessary to ensure security and safety.

6. CONTRACTOR PROVIDED ITEMS

The Contractor shall furnish all supplies, materials, tools, and equipment necessary for the performance of the work required by the contract unless otherwise specified herein.

6.1 Materials

The Contractor shall provide items required to maintain the structures, equipment, systems, and subsystems covered by this contract in a functional state. Any replacement part used during the course of the contract shall be the identical make and model of the part being replaced. If the identical part is no longer available, a comparable replacement part may be used if accepted by the COTR. This approval shall be received prior to installation of the replacement part. The Contractor shall maintain a stock of expendable supply items on site or arrange for delivery of supply items such that performance of contract services is not delayed. Lack of available expendable parts or material shall not be cause for authorization of delays in completing repairs or services. All Material Safety Data Sheets (MSDS) associated with materials shall be maintained on-site and made available to the COTR upon request.

6.2 Communication Equipment

The Contractor shall arrange for the installation, at their expense, of additional private outside business phone line(s), including instruments, for use in making business and personal calls outside the building and for Internet services. All communications equipment shall be provided by the Contractor such as telephones, pagers, cell phones, etc. (except for Government-Furnished Radios).

6.3 Drawings

Any and all drawings and/or schematics developed by the Contractor for any of the equipment, systems, or subsystems covered by the contract shall become the property of the Government, a reproducible copy of which shall be supplied to the COTR upon completion. In addition, the Contractor shall update as-built drawings of current Government facility drawings to reflect any changes resulting from repair work within 5 business days after the changes occur.

6.4 Personal Protective Equipment

The Contractor shall supply proper employee protective clothing, footwear, gloves, head gear, ear plugs, safety eye wear (not prescription lenses), etc., as required for the maintenance tasks required under this contract.

6.5 Uniforms

The Contractor shall furnish the required uniforms (shirt, long pants) with the Contractor's and employee's name permanently attached to the shirt. Uniforms (color and type) shall be accepted by the COTR. All Contractor personnel performing under the contract shall wear the accepted uniforms at all times while on duty beginning with the first day of employment. Additionally, these uniforms shall be worn in a manner that they present neat and orderly appearance at the beginning of each work day.

6.6 Warranty of Services

The Contractor shall warrant all workmanship, materials, equipment, and services provided under the terms of this contract for a minimum of one year or the manufacturer's period of warranty, whichever is longer, from the date of Government acceptance of work. Any rework or repair due to poor workmanship will be at the Contractor's expense

7. DEFINITIONS AND ACRONYMS

The definitions and acronyms associated with this solicitation are shown at Technical Exhibit TE-8.

8. REGULATIONS AND REFERENCES

The regulations and references associated with this solicitation are shown at Technical Exhibit TE-9.